

4th Meeting of Fort River School Building Committee

**4:30 PM, Monday, February 26, 2018
Fort River Elementary School Library
70 South East Street, Amherst, MA 01002**

NOTE: This meeting is recorded by Amherst Media and made available to the public via amherstmedia.org and youtube.com.

AGENDA

1. Call to Order.
2. Introduce Recorder.
3. Approve Minutes of Previous Meeting.
4. Public Comments.
5. Review Email to MSBA.
6. Facilities Director's Framework of Environmental Study.
7. Update on Filling Vacancies in Committee.
8. RFQ Working Group Report.
9. Communications Group: Feedback on Website and Press Release.
10. Future Meeting Planning.
11. Adjourn.

IN ATTENDANCE (* voting member)

Nicole Singer, Chair*	Kristine Royal*	Diane Chamberlain*
Maria Kopicki*	Eric Nakajima*	Jim McPherson*
Claire McGinnis*	Irene Dujovne*	Jonathan Salvon*
Anthony Delaney, Town of Amherst		Allison Page*
Michael Morris, Superintendent		

In absentia: Heather Sheldon

MINUTES

1. Call to Order.

Ms. Singer calls meeting to order at 4:33PM.

2. Introduce Recorder.

Ms. Kopicki introduces Haley Riemer-Peltz, newly appointed minutes recorder.

3. Approve Minutes of Previous Meeting.

Ms. Kopicki mentions that she had noticed one issue with the previous minutes and alerted Mr. Morris, who made the correction. She then moves to approve minutes. Ms. McGinnis seconds. Approved (with one abstention).

4. Public Comments.

There are no public comments.

5. Review Email to MSBA (Massachusetts School Building Authority).

Ms. Kopicki first explains the purpose of the email she drafted, eventually reading it aloud (**Document 1**). The Wildwood and Fort River Schools were not evaluated in the MSBA's 2016 census due to another active MSBA project (only one project may be conducted at a time). The committee would request that an additional site study be done of the building requirements and general environment, because they are currently working with 6-year old data, as opposed to other Massachusetts schools whose numbers are up-to-date. She raises the issue of where the request should come from—the superintendent or the school committee. Mr. Morris voices that if the request were to come from him, as superintendent, he would be interested to ask the MSBA how they would consider the case, given that it was initially skipped over. Mr. Nakajima suggests the superintendent make the request either by phone call or letter. At this point Ms. Kopicki reads her draft aloud. Mr. Morris points out that the letter should be submitted by the Town of Amherst, as opposed to the Amherst School District—since it is not a regional school district, it is a town affair. Ms. Kopicki notes that the letter must be signed by the Chair of the School committee, the Superintendent and the Town Manager. Ms. Dujovne clarifies that Ms. Kopicki will send the email on behalf of the committee and Mr. Morris will make the phone call. Ms. Singer asks for a show of thumbs regarding the text of email, met with general thumbs up. The committee returns to the issue of who send the email. Ms. McGinnis voices some confusion around what exactly is being requested, and whether it is not a duplicate request. Ms. Kopicki reiterates that this needs survey of building condition and general environment is done every five years or so, the idea being that every building in the Commonwealth receives a ranking of 1 to 4 in both criteria. These rankings play a large role in determining the acceptance of town statements of interest sent to the MSBA. The MSBA is currently working with data from 2010 for the Wildwood and Fort River Schools. She also reminds the committee that this email is going to a 'Questions' section of the MSBA's website, and will not be a factor in a future decision. Ms. Singer suggests that a letter be sent from the committee's email address with their website attached, and a phone call made by Mr. Morris. Ms. Singer requests unanimous consent. No objections.

6. Facilities Director's Framework of Environmental Study.

Mr. McPherson proposes his model of an environmental study, which he has used several dozen times before, and which would cost around \$30,000 and include 34 tests. The study indicates the basic parameters of the air: relative humidity, temperature, carbon monoxide, carbon dioxide, mold spores, bacteria, airborne asbestos, etc.—similar to what was done previously at the Wildwood School. The

study would not give a specific indication of any particular problem, but a general indication of whether or not there is a ventilation issue. The project would be run by a certified industrial hygienist, and the committee would determine the exact locations to be tested in the building. Mr. Morris clarifies that this committee should concentrate on the environmental study for Fort River, since Wildwood has a separate source of funding established last year in a town meeting. At this point, Ms. Singer hands out copies of Mr. McPherson's detailed plan for the study (**Document 2**). Mr. McPherson confirms that reports from previous years can be made available. Ms. Kopicki raises the concern of whether this study would answer the public's questions. Mr. McPherson says the study can say fairly definitively whether there is good air quality or not, but cannot give an absolute answer; if the test was conducted various times, however, showing consistent results, it would give a much stronger indication of general air quality. Mr. Nakajima asks how the study's findings would be made available for an uninitiated person's understanding. Mr. McPherson refers to a clear set of standards and scores that are included in the test reports, indicating "good" and "bad" results in a table. The test would be conducted under regular school conditions (not summer time). Ms. Royal proposes checking when (during which season) the test was conducted at Wildwood for a point of reference. Mr. McPherson proposes conducting a concurrent study at Wildwood in order to compare (since the buildings are identical)—tests to be done in the same respective rooms, on the same days. Ms. Kopicki wonders if 34 tests are necessary, since the overall price will vary depending on number of tests, and asks what the minimum number of tests would be to give an adequate report. Mr. McPherson responds that the number would depend on the concerns of the constituency; he estimates between 20-25, but is unable to give an exact number. Ms. Singer motions to authorize Mr. McPherson to develop the plan further; motion is seconded and met with unanimous consent. Motion passes.

7. Update on Filling Vacancies in Committee.

Ms. Singer requests consent to move the item of filling vacancies in the Committee further up to be able to vote on it with all members before some have to leave. Consent is given. Ms. Singer reports that she will be stepping down from the chair position, and that another Fort River staff member has volunteered to step up: Ben Harrington. There had been an all-staff email sent out previously to all three elementary schools, announcing the openings in the committee. Mr. Nakajima motions to nominate Ben Harrington to be the school staff appointee; Ms. McGinnis seconds. Ms. Kopicki interjects, wishing to clarify whether this committee has the authority to make the decision, given that it was formed by the Amherst School Committee. Mr. Morris confirms that this committee is authorized to self-govern membership. Mr. Nakajima would like to verify with the Amherst School Committee. Ms. Singer motions to have the question of appointing any new members raised to the School Committee. Motion passes. Mr. Morris proposes electing an interim chair. The committee agrees that the interim chair must be a voting member. Mr. Salvon volunteers, with the caveat that he has to leave meetings by 5:30. Ms. Kopicki suggests that Mr. Salvon assume the interim chair, and that the item of appointing

the new chair be first in the next meeting's agenda. Ms. Dujovne motions to approve Mr. Salvon being appointed interim chair; motion is seconded. Motion passes.

8. Request for Qualifications (RFQ) Working Group Report.

The committee looks over a draft of the RFQ (**Document 3**). Issues raised: budget (especially considering the expense of the environmental study (item #6)); involvement of Town Manager; hiring an owner's project manager (OPM); analysis of open-classroom design; green/sustainable program certification; subcommittee of RFQ Working Group; costs of consultants; scale of cost of proposed building, and whether it would be a renovation or a demolition and rebuilding; project timeline. Mr. Delaney explains that it is not a requirement to have an OPM, and it would be more resourceful to go straight to a designer. Ms. Page asks if there would be enough administrative support to not hire an OPM, given the numerous components of the undertaking. Mr. Delaney affirms and reiterates the consideration of economy is not hiring an OPM. Ms. Page asks for clarification around the development of the educational program. Mr. Delaney explains that this refers to the number of rooms and labs in the building. Ms. Page also asks about the analysis of the open classroom design—why should this result be different from Wildwood's, given that the buildings are identical? Ms. Kopicki offers that it would reduce some of the pressure to make Fort River fit into an old footprint. On behalf of Ms. Sheldon (in absentia), Ms. Royal raises the question of sustainability certification—which program would it be, between NetZero, LEED Silver Designs, CHPS (collaborative high performance schools) or/and 2030 Building Challenge? The analysis for certification would consider such elements as transportation, watershed, etc.

Ms. Dujovne verifies with Mr. Delaney that there would be a formal subcommittee of the RFQ Working Group, with meetings held in public. Mr. Morris adds that in terms of eventually selecting a vendor, the subcommittee will need to carry out executive sessions, with minutes for transparency. Ms. Dujovne raises the issue of budget; the committee would need to set a fee. Mr. Delaney says that the fee for designers includes their consultants. Ms. Royal mentions that there might be additional consultants the committee would want to hire, such as a third party estimator. Ms. Dujovne asks about defining the budget's scale; Ms. Royal says that this would depend on what the building project entails (full/partial demolition and rebuilding or renovation). Ms. Kopicki states that the request for qualifications is principally to hire a designer. Mr. Morris raises the issue of a project timeline, and the implications it will have for the budget. Considerations: these buildings generally have a lifespan of 75 years. What is a typical timeline? Ms. Royal says that giving more time could elicit a better cost proposal. Ms. Singer proposes discussing more about the timeline at the next meeting. As a last point, Ms. Dujovne asks that milestones be included.

9. Communications Group: Feedback on Website and Press Release.

Ms. Dujovne passes around a copy of the press release (**Document 4**) and relates that the website is accessible, though hidden and still bare bones. Features on website include a brief description of the feasibility study, list of committee members and committee email address, working documents, reference material,

links to meeting minutes, agenda and videos. A feature that enables people to subscribe to the press release needs to be added. Ms. Dujovne asks the committee to send her links to documents to be uploaded to website. Ms. Singer asks for a consensus to ask the town to make the website live. A consensus is reached. The second update is on the press release, which the committee began discussing in the last meeting. Ms. Singer reads the statement aloud. Mr. Nakajima suggests a change in language for clarity (“process” to “project”). Ms. Kopicki suggests a few other changes in punctuation and spelling, along with the detail that people emailing the committee should be aware that communication is unidirectional. Members of the committee cannot respond to emails because that would violate open meeting laws. Ms. Royal suggests setting an auto-reply notifying email senders that their email was delivered to the committee. Ms. McGinnis confirms that an auto-reply can be set. The committee discusses possibilities for wording of the automated email. Ms. Singer raises the possibility of making a version of the press release in plainer language, which could be printed in school newsletters. Ms. Royal says the language should be consistent, and reproduced in as many places as possible. Ms. Dujovne suggests that someone be spokesperson of committee. Mr. McPherson says the Chair would be spokesperson. In the next meeting, this could be elaborated with roles of the chair. Ms. Page, who arrived late, raises the issue of the school door being locked in the afternoon, which poses a problem for members of the public wanting to comment or watch the meeting. Considerations: How can the committee welcome the public to their meetings, and also keep the school safe (meaning locked in the afternoon)? Would a different location be better for including the public? The chair (Ms. Singer, for now) will brainstorm with Ms. Chamberlain and Mr. Morris about possible new locations or solutions to guaranteeing safety and access. Once determined, the location should be advertised in the press release. The location must be accessible by public transport. Ms. McGinnis raises having “feasibility” included in the title of the press release. Ms. Dujovne says that the town gave the committee title without “feasibility”, so they cannot change it at this point. There is some confusion around this point. Mr. Nakajima offers to look into this detail, and reminds the committee that as soon as these details are clarified, the press release should go out. Ms. Dujovne asks for authorization to send out the press release, with the added points raised in today’s meeting. Ms. Singer asks for a vote and reaches unanimous consent. Returning to the idea of a version of the press release with plainer language, Ms. Singer proposes making kid-friendly version for elementary students to understand. The committee says once it’s out in a press release, a student could write an article about it for the student-run newsletter.

10.Future Meeting Planning.

The next committee meeting is scheduled for Monday, March 12, 2018 from 4:30-6:30PM in the Fort River Library. A doodle poll will be sent out for the next three meetings, to occur approximately every two weeks. Ms. Royal asks if the committee was given a sunset date (eg, only 2 years)—no.

11.Adjourn.

Motion to adjourn. Seconded. Meeting adjourned.

DOCUMENTS

1. Email draft to MSBA

Dear Sir or Madam

We are writing to inquire about whether it is possible for schools that were not assessed as part of the 2016 Needs Survey to be assessed at this point.

We are members of the Fort River Elementary School Building Committee, a group that was formed with the goal of conducting preliminary feasibility study work to better understand the site and building conditions of one of our Town's elementary schools.

At the time that the MSBA was conducting the 2016 Needs Survey assessments, there was an active MSBA project that involved both the Fort River and Wildwood Elementary schools. That project was not successful but the Town of Amherst does have plans to submit Statements of Interest for both these buildings in 2018.

Our concern is that the most recent Needs Survey data for these two buildings is from the 2010 Needs Survey. We would like to make sure that the information that comprises the Building Condition and General Environment ratings is as current as possible as the MSBA addresses the upcoming pool of applicants.

Can you please advise us as to the steps we would need to take in order to have an updated Needs Survey assessment performed?

Thank you for your assistance in this matter.

Fort River Elementary School Building Committee

2. Plan for environmental study

Indoor Air Quality Evaluation
Scope of Work
Fort River Elementary School
February 15, 2018

Scope of Work: Conduct an Indoor Air Quality (IAQ) investigation of The Fort River Elementary School, 70 S East St, Amherst, MA 01002. The study shall focus on airborne asbestos fibers and particulates and also bacteria and mold in airborne and bulk surface samples. Quantity and locations are defined later in this Scope of Work. Collection points for samples for this project will include air and surface bulk samples in each room specified, most representative of the conditions in each room as determined by the Certified Industrial Hygienist overseeing the project and as approved by the Contracting Authority.

Before the site investigation commences, the contractor shall contact the Contracting Authority to discuss the history of the building as it relates to this indoor air quality evaluation. The history and location of any chronic complaints or contamination issues and locations, including but not limited to water infiltration, shall be preliminarily determined for this building at the initial meeting. Access to all areas shall be pre-arranged.

Specific occupied spaces to be tested and evaluated shall be defined as:

1. Room #
2. Room #
3. Room #
4. Room #

5. Room #
6. Room #
7. Room #
8. Room #
9. Room #
10. Room #
11. Room #
12. Room #
13. Room #
14. Room #
15. Room #
16. Room #

Personnel/Qualifications: The CIH must have a minimum of five years of experience in projects of similar scope including size and complexity of building structure and technical and analytical experience with the specified sampling methods. While the majority of the work must be performed by the CIH, a trained industrial hygiene technician may assist if supervised by the CIH.

Indoor Air Quality Survey

1. Inspect and test specific occupied spaces in the building to identify sources or conditions that may adversely affect IAQ. For the purpose of this project, samples in each room shall be collected as required by this Scope of Work, recommended by the CIH, and approved by the Contracting Authority.
2. Contractor shall obtain and analyze thirty-two total air samples for airborne asbestos contamination. Location of collection points shall be in the rooms identified above. If applicable, a trip blank is not included in the thirty-two total samples.
3. Contractor shall obtain and analyze thirty-four bulk surface samples for analysis of predominant bacteria and mold species/genera and associated concentrations. Approximately seven square inches shall be sampled at each location. Two of these shall serve as background samples and are to be collected exterior to the building.
4. Contractor shall obtain and analyze thirty-four air samples for predominant mold species/genera and concentrations plus total airborne particulates including respirable dust/airborne particulates. Samples shall be taken from the specified occupied spaces except two samples are to be collected exterior to the building. Air samples shall be taken samples are to be collected using a 12 liter-per-minute pump and a 0.45 micron polycarbonate filter, with a 8-hour duration for each sample at each location. Contractor shall make and record direct instantaneous readings of temperature, relative humidity, carbon monoxide and carbon dioxide at each air test location.

5. All testing shall be supervised by a Certified Industrial Hygienist and all personnel conducting the sampling shall specifically be trained in proper sampling methods for the appropriate contaminants. Documentation of all staff and analytical laboratory certifications is to be submitted for Contracting Authority approval.
6. All laboratories conducting biological sample analyses shall be proficient in the American Industrial Hygienist Association (AIHA) Environmental Microbiology Proficiency Analytical Testing (EMPAT) program. Testing shall be conducted in accordance with the recommendations of the American Conference of Governmental Industrial Hygienists', Bioaerosols: Assessment and Control.
7. All laboratories conducting asbestos sample analyses shall be proficient in Transmission Electron Microscopy (TEM) following the Asbestos Hazard Emergency Response Act (AHERA) Method.
8. Contractor shall prepare a findings report including the direct results of all testing and a professional analysis of the existing conditions relative to Indoor Air Quality deficiencies.

Final Report

One copy of the draft report with findings and recommendations, in MSWord format, shall be submitted no later than 60 calendar days after the completion of the survey for Contracting Authority review. A final report shall be provided one week after receipt of Contracting Authority review comments.

As part of the full report the contractor shall include:

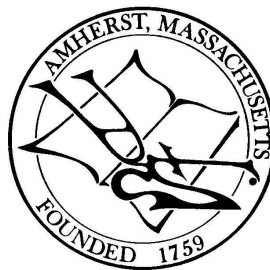
1. A physical description of each area investigated.
2. Sketches/drawings and pictures depicting where samples were taken.
3. Pictures of important deficiencies.
4. Airborne mold reporting or sampling results shall be expressed in Colony Forming Units/volume of air.
5. Laboratory analysis of all airborne dust/mold shall identify the composition of the sample with approximate percentage if possible. For example: Insect parts 20%, dust, mold, filter fiber, belt fibers, black fibrous fragments, etc. Any mold or bacteria including spores shall be identified by genus, species and any known variety with the potential for impacting human health. Speciation shall be done with DNA detection using the quantitative polymerase chain reaction (QPCR) method. To ensure that filters are not pre-contaminated with mold, a field blank filter cartridge shall be tested after every eighth sample is tested.
6. Chain of custody for all sampling
7. A bibliography of referenced documents.
8. A discussion and interpretation of IAQ measurements taken in the survey (asbestos, carbon monoxide, carbon dioxide, temperature, relative humidity, mold, airborne particulates, etc.). If there are measurements that fall outside accepted criteria, the report should discuss contributing factors influencing the findings. It is important to note that many of the measurements do not have

- OSHA standards, or the OSHA standards that exist are appropriate for industrial settings, not office environments or areas being surveyed. In interpreting sampling results, if an OSHA standard exists, mention what it is but use current accepted indoor air quality standards in the field to analyze and interpret whether the presence or quantity of any contaminant could be of a concern in the location it is discovered. Provide references for the interpretation such as research papers, recommended standards, the EPA BASE Study data, EPA "Mold in Schools & Commercial Buildings", etc. When appropriate, provide attachments of sections or documents in appendices.
9. Interpretation and recommendations for all findings shall be provided concerning air quality measurements, observations and deficiencies in the written report.
 10. All technical development of sampling protocol and interpretation shall be provided by a certified industrial hygienist and all measurements shall be conducted under the on-site supervision of a CIH if a trained assistant is to be used. The final report shall be written and signed by the CIH with the current CIH stamp visible next to the CIH signature.

3. RFQ draft

RFQ #ARPS 18-119

Town of Amherst



Request for Qualifications [RFQ]

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The Town of Amherst
Town Accountant's Office

Town Hall
4 Boltwood Avenue
Amherst, Massachusetts 01002

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Applications must be submitted in triplicate, enclosed in outer and inner envelopes, both of which shall be sealed and clearly labeled with the words:

**PROPOSAL DOCUMENTS FOR RFQ #ARPS 18-119:
FORT RIVER SCHOOL FEASIBILITY STUDY**

Bids shall be submitted no later than 2:00PM on **Wednesday, June 15, 2011**
and can be mailed or delivered to:

Town Accountant's Office
Town Hall
4 Boltwood Avenue
Amherst, Ma 01002

Questions shall be directed to Anthony P. Delaney, delaneya@amherstma.gov

PART I.

Purchase Description

The Town of Amherst, as Awarding Authority, invites SEALED PROPOSALS for the procurement set forth below:

A qualified designer/architectural firm, within the meaning of Massachusetts General Law chapter 7C, to provide professional design services which will include options in a feasibility study to address improvements to the Fort River School site.

The contract for these services will be for a lump sum fee that is to be negotiated.

Background Information

Fort River Elementary School is located at 70 South East Street in Amherst, MA and is one of three elementary schools in the town of Amherst. The building was built in 1973 with an "open-classroom" style layout. Some changes to the building have been made since the initial construction, but the open-classroom nature of the layout remains. The building area is approximately one hundred eight thousand square feet (108,000 ft²) and the site is approximately eleven and five tenths (11.5) acres and abuts the Fort River. The school currently serves about 350 students in grades K-6.

In May of 2017 Town Meeting authorized the creation of the Fort River School Building Committee to perform a feasibility study:
"...site and building feasibility and schematic design options for Fort River School including: site, structural, and environmental analysis; implementation of a community engagement process; development of an education program; initial schematic drawings of selected preferred options; and initial schematic designs and independent cost estimates of those designs..."

Although the submission of a Statement of Interest to the Massachusetts School Building Authority (MSBA) is anticipated, this committee's work is not part of a current MSBA project. All options explored as part of the study process must include accommodating grades pre-kindergarten through 6th grade.

The Town and this committee are interested in understanding a range of options for improving and updating the Fort River Elementary School, particularly the problems associated with the open-classroom design. Design work should include renovation/addition/demolition (not limited to the current footprint of the building) as well as new construction. Designs should also be cognizant of the Town's other capital project needs and provide options that span a range of budgets, including fiscally conservative choices.

Historical energy costs for the building are available as Attachment C.

Project Objectives

The design shall achieve the following objectives:

A feasibility study including full site, structural, geotechnical and environmental analysis of the Fort River Elementary School building and site to house a PreK-6 elementary school.

- Concept-level site plan alternatives that address all fundamental site considerations (orientation, access and egress, drop-off, pick-up and parking, service, outdoor education and play spaces, grading, accessibility, etc.)
- Building massing and organization at a diagrammatic level of development that addresses all fundamental site considerations.
- Simplified school building program of appropriately sized elements (rooms, etc.)
- High level regulatory analysis including zoning, building, site accessibility, historic, conservation, Article 97m eminent domain, etc.
- High level site constraints analysis including easements, underground utilities, geotechnical, environmental, etc.
- Traffic and parking analysis.

New construction will consider the Town's Net Zero Energy bylaw.

Local Bylaws

Applicants should be aware of two local bylaws that have been passed at recent Town Meetings. These bylaws have not yet been certified by the Attorney General, but are expected to be before completion of this project.

[Article 28 of the 2017 Annual Town Meeting](#) requires the allocation of one-half percent (0.5%) of the capital costs of any town construction, renovation or capital improvement project over \$100,000 for the creation and maintenance of public art.

[Article 15 of the Fall 2017 Special Town Meeting](#) requires that all Town buildings and building additions over \$1,000,000 be designed and constructed to meet net zero energy requirements.

Pre-submission Conference

An optional pre-bid conference and site walkthrough will be held at the Fort River Elementary School, 70 South East St., Amherst, MA on Wednesday, January 17, 2018 from 11am to noon.

PART II.

Proposal Submission Terms and Requirements

1. Proposals will be publicly opened and recorded at date and time ("the proposal deadline") and at the place, as follows:

DATE: **Wednesday, June 15, 2011**

TIME: 2:00 p.m.

PLACE: Town Accountant's Office in the Town Hall
2. Wherever applicable, the conditions of Employment and Prevailing State Wage Rate, as set forth by the Massachusetts Department of Labor and Industries, as contained in specifications, shall prevail in the execution of work under this contract.
3. The Town of Amherst reserves the right to reject any and all proposals in whole or in part, and to waive minor informalities, when at its sole discretion is deemed to be in the best interests of the Town and to the extent permitted by law.
4. Proposals that meet all quality requirements shall be evaluated based on responsiveness to the criteria, terms and conditions contained in this RFQ and its attachments. Failures to follow the instructions, meet the criteria, or agree to the terms and conditions contained in this RFQ may be cause for rejection of the proposal as nonresponsive.
5. All proposals shall be submitted to the Town, as and where set forth above, on or before the proposal deadline. Proposals and unsolicited amendments to proposals received by the Town after the proposal deadline will not be considered, and requests for extensions of time will not be granted. Proposers who mail proposals should allow sufficient time for receipt by the Town by the proposal deadline. Proposal received after the proposal deadline will be returned to the proposer unopened.
6. All proposals shall be signed in ink by the proposer. If the proposer is a corporation, the authority of the individual signing shall be endorsed upon, or attached to, the proposal and certified by the clerk of the corporation.
7. All proposals submitted shall be binding upon the proposer for a minimum period of thirty (30) calendar days following the opening of proposals.
8. Proposals submitted to the Town shall be securely kept and shall remain unopened until the proposal deadline and the opening of proposals.

9. Proposals once submitted may, upon request of the proposer prior to the proposal deadline, be withdrawn or amended. If amended, resubmission of the proposal shall comply with all requirements of this RFQ.
10. Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after the proposal deadline. The Town does not assume any responsibility for errors, omissions, or misinterpretations, which may have resulted in whole or in part from the use of incomplete proposal documents. Any proposer finding an ambiguity, inconsistency, or error shall promptly notify the Town.
11. If it becomes necessary to revise any part of this RFQ or if additional data are necessary to enable an exact interpretation of provisions, such addenda will be provided to all proposers who have requested this RFQ. No addenda will be issued within the immediate three (3) business day period prior to the proposal deadline.
12. Questions and inquiries will be accepted from any and all proposers and must be in writing. Questions will be answered in writing and both questions and answers will be distributed to all proposers who receive the RFQ provided, however, that all questions are received at least ten (10) days in advance of the proposal deadline.
13. By submitting a proposal in response to this RFQ, the proposer shall be deemed to have certified that no officer, agent, or employee of the Town has a direct or substantial financial interest in the procurement, that the proposal is submitted in good faith and exclusively on proposer's own behalf, without fraud, collusion or connection of any kind with any other proposer for the same work or with any undisclosed party.
14. All terms and provisions contained in the "LEGAL NOTICE" of this procurement (a copy of which is attached hereto) are incorporated by reference into this RFQ.
15. The proposal price(s) shall be written both in words and figures, and in the case of a discrepancy between the two the amount in words shall govern.
16. It is understood, agreed upon and made a part hereof, and shall be a part of the contract, that the contract entered into between the Town and the successful proposer shall not be assigned or assignable by way of sub-contract or otherwise, unless or until the Town shall have first assented thereto in writing.
17. The Town of Amherst reserves the right to modify any specifications and submission requirements associated with the proposal and the scope of the project.

18. All proposals must be submitted on the forms provided or on attachments approved in advance by the Town.
19. All information concerning materials, warranties, guarantees, complete plans, and complete specifications are due at the time of the proposal opening.
20. The Town reserves the right to postpone award of contract for one year if any unanticipated constraints arise in the evaluation of proposals.
21. All bids must include a signed copy of the following: non-collusion form, tax compliance certificate, certificate of authority and bid pricing sheet.

Additional Submission Instructions

Submission Logistics

All proposals must be submitted in triplicate in a sealed package, with the submitters' name, project name and project number included on the outside of the package.

Submissions received late or submissions received at other than the designated location will be returned to the submitter unopened.

Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. Description of Firm: Name, address, phone number, fax number and email address. History and description of the firm, including number of personnel in each discipline and a description of in-house services.
1. Certificate of Legal Existence: Including name and addresses of persons controlling the legal entity.
2. Financial Stability: statement concerning the financial stability of the applicant, must include the most recent year-end balance sheet and income statement.
3. Organization: Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities. Resumes shall indicate years of experience and length of employment.
1. Consultants: List any and all consultants, including their disciplines, which the firm plans to utilize on this project. A description of each consultant's firm must be supplied. Consultants are to be included as part of basic services.
2. Project Specific Thoughts and Ideas: Provide any materials that will demonstrate your design team's sensitivity, creativity, and insight into the issues related to the project.

1. Project Approach: A management plan and detailed task schedule outlining the firm's intended approach to this project and plan for working with the Owner to ensure a successful project should be presented.
4. Massachusetts Project Experience: A list of all public projects in Massachusetts's for which the applicant has entered into contract for architectural services within the past 5 years.
5. Similar Project Experience: Description of similar experience. Include the following reference information at a minimum:
 - Name of Project
 - Owner, Owner's Representative, telephone numbers
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal-in-Charge and Project Architect
1. Current Workload:
 - Name of projects
 - Owner's Representative and telephone number
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal and Project Architect in charge
2. Standard Designer Application Form: In accordance with M.G.L.c.7 §38K(b) proposals from designers must include the form "Standard Designer Application Form for Municipalities and Public Agencies Not with DSB Jurisdiction."
3. Certificates: Submission of the following Certificates:
 - Certificate of Tax Compliance
 - Certificate of Non-Collusion
 - Certificate of Corporate Authority
4. Insurance: Statement that the applicant and any consultants presently have, or can obtain, the insurance requirement listed under Minimum Qualifications.
5. Litigation: List any and all lawsuits you have been a party to in the last five years, and the position your firm has taken.
6. Town Standard Designer Contract: List any and all exceptions to the draft copy of the contract as included with this RFQ. Any exceptions not noted at the time of proposal submission will not be considered, and exceptions taken at a later date may be grounds for disqualification of the applicant.
7. Addenda: Applicants must acknowledge the receipt of any addenda issued by the Town of Amherst. Failure to acknowledge any addenda will result in disqualification of the applicant. It is the applicant's responsibility to ensure receipt of any addenda.

Fee Proposals

No fee proposals should be submitted with the applicant's proposal. Once the top ranked finalists has been chosen, a fee will be negotiated. The finalist shall submit proposed fees

for design services in the form of a “not to exceed” fixed lump sum as outlined in this RFQ. The finalist must be able to submit the fee proposal within three (3) working days of being notified by the Town.

The fee must be based on the contractual terms of the Owner/Architect Agreement included as Attachment B.

Also include hourly billing rates to be used if invoicing optional additional services. Rates for each of the job classifications listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

- Principal
- Project Architect
- Project Manager
- Draftsman

Billing rates for consultants shall be comparable to those listed above.

PART III.

Minimum Qualifications

To be eligible for selection, the Designer must meet the following minimum qualifications:

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar "Certification for School Project Designers and Owner's Project Managers" as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the "Recertification for School Project Designers and Owner's Project Managers" seminar every three years thereafter. Proof of re-certification or registration in the next recertification seminar for which space is available must be provided.
3. A thorough knowledge of the Massachusetts State Building Code, Massachusetts Architectural Access Board, the Americans With Disabilities Act, and all other local, state and federal codes that would apply to this project.
4. A thorough knowledge of all public bid laws, including to but not limited to M.G.L. Chapter 149, Section 44A-1/2.
5. Prior experience in design and construction of projects of similar size, cost and complexity.
6. Financial and operational ability to perform the design services on this project.
7. Experience relating to "green" building design and construction, including "zero energy building" design.
8. Submission of a completed Certificate of Non-Collusion by the applicant.
9. Submission of a completed Certificate of Tax Compliance Certification by the applicant.
10. Submission of a completed Certificate of Corporate Authority by the applicant.
11. The selected entity shall be required to carry at their expense professional malpractice and/or errors and omissions insurance with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000.00 per claim. The selected entity shall also carry general liability and motor vehicle insurance policies listing the Town as additionally insured in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.
12. The selected entity shall also agree to indemnify and hold harmless the Town, Town Officials, employees, boards, commission, agents and representatives against all claims, course of actions, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the selected entity.

ADDITIONAL SELECTION CRITERIA

In evaluating proposals, the Owner will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work, as well as whether the firm is SDO certified as an MBE and/or WBE).

Architect
Environmental Permitting
Hazardous Materials
Civil Engineering
Structural Engineering
Landscape Architecture
Acoustical Consultant
Specifications Consultant
Sustainable/Green Design/Renewable Energy Consultant
Cost Estimating
Accessibility Consultant
Traffic Consultant
Code Consultant
Security Consultant

****N.B. –**

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable, as well as whether the firm is SCDO certified as an MBE and/or WBE.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms

to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

Selection Process

Each proposal shall be reviewed by a selection board comprised of at least (#) members.

Proposals will be evaluated upon the basis of the criteria for selection set forth and will then be ranked in order of qualification. The first, second, and third ranked proposals will be further reviewed and evaluated, including reference checks, by the committee. This further review may include interviews or provide the opportunity to provide additional information to the committee.

The Town reserves the right to request further information from the three highest ranked applicants.

Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section XX of this RFS. (A copy of the MCPPO certification should be attached to the cover letter as well as any SDO letters.)

Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project subject to the page limitations as set forth in the Standard Designer Application Form.

Applicants may withdraw an application as long as the written request to withdraw is received by the Owner prior to the time and date of the proposal opening.

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFS in any manner necessary to serve the best interest of the Owner and its beneficiaries.

The Owner reserves the right to reject any and all responses as if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFS does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFS in part or in its entirety, or to change the RFS guidelines. A Respondent may not alter the RFS or its components.

EVALUATION OF QUALIFICATIONS

All qualifications shall be received and evaluated in conformance with the requirements of Massachusetts General Laws Chapter M.G.L. c. 7C, §§ 44-57 (formerly M.G.L. c. 7C, §§ 38A1/2-O), Public Building Projects Design Services as amended.

The Fort River School Building Committee Feasibility Study Working Group, an ad hoc committee appointed for the purpose of reviewing the designer services qualifications submitted for this project, will evaluate the qualifications for completeness and verify that the Minimum Qualifications specified in Article XX herein have been met. Incomplete qualifications and/or failure to meet minimum criteria will disqualify the qualifications from further consideration.

After evaluation of minimum criteria, qualifications will be evaluated by XXX Feasibility Study Working Group based solely on the comparative evaluation criteria specified.

The Fort River School Building Committee Feasibility Committee will make award decisions and may or may not elect to conduct interviews.

Each of the following criteria will be evaluated by the selection board and rated as follows “Highly advantageous,” “Advantageous,” “Non-advantageous,” and “Unacceptable.”

Evaluation Criteria

The following criteria, listed in random order, are likely to be considered in evaluating firms to be interviewed based upon written proposal submissions:

- A. Financial stability of firm.
- B. Capability of the firm to handle the schedule, size and scope of the work.
 - a. Current project workload
 - b. Size of overall staff
- C. Experience of the applicant’s firm and specific individuals assigned to this project will be evaluated. The experience shall demonstrate:
 - a. Successful experience with similar scope of public projects in the evaluation, planning, and design of school and recreational facilities.
 - b. Past performance on public projects and working knowledge of Massachusetts General Laws Chapter 149 and 149A relating to public construction projects.
 - c. Knowledge of contemporary education theories and practice
 - d. How such knowledge has been reflected in past designs, and
 - e. Knowledge of Massachusetts School Building Authority requirements
- D. Professional qualifications, licenses, and accreditations of individual team members staffing the project including Project Manager and Project Designer and consultants.
 - a. The appropriateness of the project organization, the identity and qualifications of the individuals assigned, including sub-consultants, responsible for this project and the role of each individual in completion of the project.
- E. Design excellence in past projects.
- F. Approach to answering the question(s) provided

- G. The applicant's demonstrated ability to prepare and support effective implementation plans, including the ability to accurately estimate costs and meet schedules.
- H. Reference checks.
 - a. at least two (2) references from each of five (5) similar project completed or in progress during the last five (5) years. References may be from clients, sub-consultants and contractors.
- I. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
- J. Quality of presentation to the Town
- K. Additional criteria that the Owner considers relevant to the project.
- L. Completeness of the proposal
 - a. "Highly advantageous" if the proposal is complete and thorough in every detail;
 - b. "Advantageous" if one (1) to two (2) clarifications are needed;
 - c. "Non-advantageous" if between three (3) and five (5) clarifications are needed;
 - d. "Unacceptable" if more than five (5) clarifications are needed.
- M. Overall quality of the proposal.
 - a. "Highly advantageous" if of outstanding quality;
 - b. "Advantageous" if of good quality;
 - c. "Non-advantageous" if of fair quality;
 - d. "Unacceptable" if of less than fair quality
- N. Experience with similar projects with emphasis on similar Public Bid school feasibility projects at an occupied building, where a high degree of coordination and planning is needed to avoid disruption and delays.
 - a. "Highly advantageous" if five (5) or more similar projects successfully completed within the last three (3) years;
 - b. "Advantageous" if between one (1) and three (3) similar projects successfully completed within the last five (5) years;
 - c. "Non-advantageous" if no similar projects successfully completed within the last five (5) years and/or the projects had problems.
- O. Identify and set forth qualifications of the in-house staff and outside consultants (if needed) who will work on the project. Include the individual who will serve as the contact person and have primary responsibility for the project. The technical team shall not include office support or clerical staff.
 - a. "Highly advantageous" if all members of the technical team have ten (10) or more years of relevant work experience and technical qualifications;
 - b. "Advantageous" if all members of the technical team have between five (5) and ten (10) years experience and technical qualifications;
 - c. "Non-advantageous" if all members of the technical team have less than five (5) years experience and technical qualifications;
 - d. "Unacceptable" if any member has no experience and technical qualifications.

- P. Clearly established capacity to begin the project immediately and ability to meet the design schedule.
- a. “Highly advantageous” if work can begin within five (5) workdays of the date of contract execution and key dates will be met;
 - b. “Advantageous” if work can begin between six (6) days to fifteen (15) days from the date of contract execution and only slight variance from the design schedule;
 - c. “Non-advantageous” if work can begin between sixteen (16) and twenty (20) days from the date of contract execution and more than (2) weeks slippage on design schedule;
 - d. “Unacceptable” if work cannot begin until after twenty (20) days from the date of contract execution and or the design schedule will slip three weeks or more.

PART IV.

Standard Forms

Bidders must submit: Attachment A – Designer Application Form (the Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction), as well as the following three (3) forms:

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Signature of individual submitting bid or proposal

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security or Federal I.D. number
Corporate Officer

Signature: Individual or

Date

PLEASE PRINT

Corporate Name: _____

Address: _____

City, State, Zip Code: _____

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the

_____ held on _____
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was voted that,

_____ (Name) _____ (Officer)

of this company, be appointed and is hereby authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or obligation in this company's name on its behalf by said officer, under seal of the company, shall be valid and binding upon this company.

A TRUE COPY,

ATTEST: _____
(Clerk)

Place of Business: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the _____

that _____ is the duly elected _____

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

(Clerk) (Corporate Seal)

PART V

Attachments

Attachment A – Standard Designer Application

Attachment B – Town of Amherst Standard Design Contract

Attachment C – Historical Energy Costs

PART VI

Insertion Order

TYPE OF AD: Legal

PUBLICATION(S) & PUBLICATION DATES:

DAILY HAMPSHIRE GAZETTE – ??/??/????

CENTRAL REGISTER – ??/??/??

PLEASE BILL:

Accounting

Town Hall

4 Boltwood Ave

Amherst, MA 01002

BODY OF AD: The Town of Amherst is inviting applications from designer/architectural firms to provide professional design services, including options in a feasibility study, to address improvements to the Fort River Elementary School building and site.

There is no program for this building project. A briefing session will be held at 11am on Wednesday, January 17, 2018 at Fort River School, 70 South East St., Amherst.

Applicants must have a Massachusetts-registered architect with at least 5 years relevant experience in the design of public construction projects and Massachusetts registration and licensing in all other applicable disciplines.

The contract for these services will be for a lump sum fee that is to be negotiated, not to exceed.

Requests for qualifications may be obtained at www.amherstma.gov/bids or by contacting Anthony P. Delaney at delaneya@amherstma.gov, at (413) 259-3026, or at the the Town Accountant's Office, Town Hall, 4 Boltwood Ave, Amherst, MA 01002.

Proposals shall be submitted no later than 2:00 p.m. on Wednesday, June 11, 2011, to the Town Accountant's Office at the same address.

The Town reserves the right to reject or accept any or all proposals, in whole or in part. In accordance with the Town of Amherst's M/WBE Program, minority and women-owned business are encouraged to submit proposals.

4. Press release draft

In the spring of 2017 Amherst Town Meeting voted to move forward with a feasibility study of the Fort River Elementary School. The goals of the study are to evaluate the site and building in order to determine what are the possibilities for improvement. The School Administration asked for and Town Meeting approved up to \$250,000 to accomplish this task that should include a structural analysis, initial schematic designs, and implementation of a “community engagement process”. The process is anticipated to take approximately 12 to 18 months.

Submitted by Haley Riemer-Peltz, official minute recorder for the Fort River School Building Committee.